

FIRE DEPARTMENT
SANTA CLARA COUNTY

BATTALION CHIEF – PRE-FIRE MANAGEMENT & WILDFIRE RESILIENCE

DEFINITION

Battalion Chiefs are primarily responsible for the coordination of activities during an assigned shift. An incumbent in this classification must exercise appropriate judgment and discretion. Responsibilities include, but are not limited to, managing fire suppression operations and emergency scenarios, planning department-wide activities, functions, and programs (e.g. resources allocation and budgets), and coordinating Department-wide personnel for the purposes of community service and fire protection activities. In addition, Battalion Chiefs are responsible for the personnel within their battalion. As such, Battalion Chiefs oversee safety and training, resolve conflicts between shifts or stations, and provide for any necessary disciplinary actions.

Work is performed under general direction of the Deputy Chief of Administration and Planning and incumbents may temporarily assume the functions of higher administrative-level classifications.

At the discretion of the Fire Chief, incumbents may be assigned to 56-hour (Operations) or 40-hour (Administrative) schedules.

This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification, and is not considered a special assignment as outlined in the Battalion Chiefs Unit Memorandum of Agreement.

Positions in this class are distinguished from those in higher administrative classes in that the latter have policy-making responsibilities and, in addition, have overall responsibility for at least one primary Department division.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Develop and establish policies and procedures to implement a comprehensive pre-fire management/wildfire prevention program.
- Develop pre-fire management solutions and implement cooperative projects to reduce potential wildfire losses.
- Oversee the development and refinement of data to be used as a guide for specifying wildland fire protection levels, pre-fire prescriptions, program results and resource allocations.
- Work with federal, state and local agency staff, and ensures the development of data to support pre-fire analyses.

EXAMPLES OF DUTIES (continued)

- Use geographic information system (GIS) maps to develop subsidiary high risk/high value maps; review field validation of mapping results and develop pre-fire management plans, all-hazard incident mapping and other associated mapping projects.
- Develop vegetation management and control techniques (chipping, masticating, fuel breaks, prescribed fire) and oversee implementation as well as program development and maintenance.
- Prepare reports, write letters, seek grant opportunities, administer community wildfire preparedness plan (CWPP) and maintain appropriate files.
- Attend meetings, serve on committees (firesafe, firewise), and meet/work with community groups as required.
- Assist in developing the program budget.
- Assist with post fire suppression repair and restoration of ecosystem health.
- Assist with wildfire focused public education programs.
- Develop, implement and maintain programs related to defensible space inspection, targeted fuel reduction, etc.
- Ensure compliance with California Environmental Quality Act (CEQA) as appropriate for projects and programs.
- Maintain accurate records.
- Plan, direct, and coordinate the staffing and activities of all fire suppression personnel on an assigned shift or personnel assigned to the other fire services. Communicate and consult as necessary with subordinate officers regarding the activities of their units.
- Respond to fire and other emergency alarms, allocate appropriate personnel, resources and equipment, supervise fire control work unless relieved by a superior officer, and provide overall coordination, direction and detailed instruction to subordinate personnel.
- Assist in the work of extinguishing fires and in the performance of related lifesaving and property protection work as needed.
- Manage and oversee the safety of fire personnel and citizens.
- Periodically inspect personnel, equipment, and facilities on an assigned shift.
- Maintain discipline, assure that rules are observed, and make recommendations or take action on personnel matters, including administering disciplinary action.

EXAMPLES OF DUTIES (continued)

- Provide for the training of personnel at both individual and company-wide levels; provide appropriate feedback and guidance to personnel; attend training sessions and conferences.
- Study and become familiar with the Department's jurisdictions, e.g. streets, intersections, fire hydrants, water mains, and sprinkler systems.
- Confer with superior officers on policy and procedural matters.
- Undertake or assist with special projects, reports, and studies.
- Maintain liaison with officials of neighboring fire agencies and allied agencies.
- Represent the Department on various inter-agency committees and community interaction.
- May assume on-call duty on a rotating basis.
- May temporarily assume the duties of higher administrative-level classifications.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Two (2) years of experience equivalent to a Battalion Chief with the Santa Clara County Fire Department, and a bachelor's degree from an accredited college or university, and, must possess the following certifications / qualifications / credentials:

- Strike Team Leader Engine (STEN) – Trainee or eligible/qualified to initiate a STEN Task Book
- Pre-2017 Chief Officer Certification (CSFM) or completion of the following classes within two years of employment: Chief Fire Officer (CFO) 3A, 3B, 3C, 3D, I-300

Additionally, within 1 year of employment, successful completion of the following classes is required:

- S-404 Safety Officer
- IS-775 EOC Management and Operations (this course has been discontinued, but for those who already hold this certification – the certification will be accepted) **or** IS-2200 Basic Emergency Operations Center Functions
- Haz Mat Incident Commander (CSTI)

Highly Desirable: Experience overseeing a comprehensive pre-fire management program, vegetation management program, or related program; including prescribed fire experience; CPSE Fire Officer designation.

Knowledge Of:

- Knowledge of wildfire prevention techniques, including vegetation management and range and forest control practices and principles.
- Practices, techniques, apparatus and equipment of structural and wildland fire suppression.
- Basic concepts of GIS mapping (Arcgis, ESRI, Intterra, mobile applications), data collection and analysis.
- Working knowledge of with the California Environmental Quality Act (CEQA).
- Principles, practices and procedures of modern fire suppression, prevention and emergency medical services/procedures, including water supplies, hazardous materials, and fireground tactics and strategies.
- Department and county policies (EMS, Mutual Aid, etc.), orders, rules, regulations, communications, and operational procedures.
- Applicable local, state, and federal laws and regulations.
- Operation and maintenance of fire apparatus and equipment.
- Local geography, including the location of water mains and hydrants, and major fire and traffic hazards of the Department's jurisdiction.
- Principles of administration and personnel management, including human relations, supervision, and training.
- Departmental resources, budgets and the competitive bid processes.

Skill In:

- Communicate effectively, both verbally and in writing.
- Effectively deal with the public, representatives of other agencies, land owners, neighbors, homeowner associations and contractors as a representative of the Department.
- Keeping and monitoring accurate documents, such as personnel records or department bulletins.
- Managing personnel toward accomplishing specific tasks.
- Setting goals for self and others and making progress toward accomplishing those goals; analyzing performance data and providing feedback to others.
- Persuading others; demonstrating command presence and leadership.
- Training and mentoring others.

Skill In: (continued)

- Investigating and preserving articles of evidence.
- Acquiring and utilizing Department resources for fireground and EMS activities.

Ability To:

- Collect and analyze a variety of graphic and statistical data.
- Read maps and interpret mapped information.
- Work within a budget.
- Effectively plan, direct, and coordinate the staffing and activities of fire suppression units or other fire service units.
- Effectively manage personnel, including the maintenance of discipline and performance standards. Deal fairly, objectively and impartially with others.
- Accurately interpret and explain Department policies and regulations, and laws and regulations relating to fire suppression and prevention.
- Establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.
- Work irregular or protracted hours and respond promptly to call-backs.
- Perform periodic heavy and hazardous physical labor.
- Meet and maintain physical standards.
- Remain calm during stressful situations and critical incidents.
- Make fast and effective decisions.
- Prepare and present clear and concise reports as well as carefully review and edit reports prepared by others.
- Learn, understand and operate existing and new software applications pertinent to the position.

Work Environment: Work indoors and outdoors; exposure to extreme hot or cold temperature; work at unprotected heights; be around moving machinery; exposure to marked changes in temperature/humidity; exposure to dust, fumes, smoke, gases, odors, mists, or other irritating particles; exposure to toxic or caustic chemicals; exposure to excessive noise; exposure to radiation or electrical energy; exposure to solvents, grease or oil; exposure to slippery or uneven walking surfaces; work below ground; work with explosives; exposure to vibration; exposure to flames or burning items; work around others, work alone, work with others; complete work on a computer. Work for prolonged periods at intense levels.

Required Licenses or Certificates: Possession of a valid, appropriate state of California driver's license and a valid CPR card.

Pre-Employment Requirements: The candidate must pass a fitness test, background check, Live Scan fingerprint, psychological evaluation, and medical examination.